

# Special Conditions of Participation CMS Berlin 2025

Status: December 2024

## § 1 Event/Organizer

- 1.1 CMS Berlin is an international trade fair and congress whose motto, as brief as it is comprehensive, is "Cleaning. Management. Services.". The latest products and processes of the modern building cleaning trade and services of building services and management are presented.
- 1.2 The sponsoring associations are Federal Cleaning Trade Association (BIV), Bonn, and VDMA Trade Association for Cleaning Systems, Frankfurt.
- 1.3 CMS Berlin is organized by Messe Berlin GmbH (MB) at the Berlin ExpoCenter City exhibition grounds.

## § 2 Dates

- 2.1 **Duration of the event:**  
September, 23 - 26, 2025
- 2.2 **Registration deadline:**  
June 30, 2025
- 2.3 **Opening hours for visitors:**  
September, 23 - 25, 2025  
10:00 am - 05:00 pm  
  
September 26, 2025  
10:00 am - 03:00 pm
- 2.4 **Opening hours for exhibitors:**  
September, 23 - 25, 2025  
09:00 am - 06:00 pm
- 2.5 **Structure:**  
September, 18 - 22, 2025  
07:00 am - 10:00 pm  
  
**Build-up:**  
September 22, 2025  
06:00 pm (constructive)  
10:00 pm (decorative)
- 2.6 **Dismantling:**  
September 26, 2025, from 03:00 pm until  
September, 28 2025, to 06:00 pm
- 2.7 Each exhibitor is obliged to fully equip his stand and to staff it with expert personnel every day for the entire duration of the event or during visitor opening hours. Dismantling of the stand Friday, September 26, 2025, before 03:00 pm. is not permitted.

- 2.8 If the exhibiting company violates this provision, the organizer is entitled to demand a contractual penalty to be determined in accordance with the provisions of the General Terms and Conditions of Participation of the MB. The exhibiting company may provide evidence that the organizer has not suffered any damage or only a significantly lower damage. This shall not affect the possibility of asserting further claims.

## § 3 Participation fees and remuneration for fringe and additional benefits

- 3.1 The participation fee owed for participation in the event includes the rental price for the stand space or the price for the complete stand in accordance with item 3.2, the Media Package as per item 3.9, the AUMA contribution as per item 3.10 and the flat-rate ancillary costs as per item 3.6.

The remuneration for event-related services and products results from the prices for ancillary and additional services listed in the Exhibitor-Portal-Webshop.

- 3.2 The rental price is for the stand space depending on the following stand types:

For registrations until 30.09.2024 as Early Bird offer:

Row stand	189.00 EUR/m <sup>2</sup>
Corner stand	206.00 EUR/m <sup>2</sup>
Headstand	227.00 EUR/m <sup>2</sup>
Block stand	248.00 EUR/m <sup>2</sup>
Outdoor area	98.00 EUR/m <sup>2</sup>
Special area - Facility maintenance	130.00 EUR/m <sup>2</sup>

For registrations from 01.10.2024:

Row stand	198.00 EUR/m <sup>2</sup>
Corner stand	215.00 EUR/m <sup>2</sup>
Headstand	236.00 EUR/m <sup>2</sup>
Block stand	257.00 EUR/m <sup>2</sup>
Outdoor area	107.00 EUR/m <sup>2</sup>
Special area - Facility maintenance	139.00 EUR/m <sup>2</sup>

- 3.3 From a booked single stand area of 300 m<sup>2</sup> the row stand price applies for all stand types

- 3.4 Each m<sup>2</sup> or part thereof will be charged in full. In case of **two-storey construction**, 94.00 EUR will be charged per m<sup>2</sup> of effective built-up area.
- 3.5 The minimum stand size to be occupied is 12 m<sup>2</sup>.
- 3.6 The electricity/water connection must be ordered as an additional service in the Web shop of the Exhibitor-Portal. A flat rate of 9.10 EUR/m<sup>2</sup> will be charged for electricity/water consumption at the exhibitor's own stand (ancillary costs flat rate). Hall lighting, heating, aisle cleaning and hall supervision are included in the stand rental.
- 3.7 The participation fee for co-exhibitors is 150.00 EUR.
- 3.8 Stand construction must be ordered separately by the exhibitor.
- 3.9 The participation contract includes a Media Package (obligatory), the scope of which can be found in the Exhibitor Portal. The prices are as follows for the
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|---|--------------|
| Main exhibitor 12-20 m <sup>2</sup>     | 500.00 EUR   |
| Main exhibitor f. 21-100 m <sup>2</sup> | 900.00 EUR   |
| Main exhibitor from 101 m <sup>2</sup>  | 1.500.00 EUR |
| Co-exhibitor                            | 150.00 EUR   |
- The co-exhibitor fee will be charged to the main exhibitor.
- 3.10 In accordance with the agreements with the Association of the German Trade Fair Industry (AUMA), an amount of **0.60 EUR/m<sup>2</sup>** will be charged.
- A registration fee of 1,000.00 EUR will be charged for the services provided by MB as a result of the exhibitor's registration (data collection, hall layout, etc.), provided that the registration is withdrawn by the exhibitor after 30.09.2024. The registration fee will be credited in full against the subsequent participation price. If no subsequent participation contract is concluded with the exhibitor, the MB will invoice the exhibitor for the registration fee.
- 3.11 All prices are net prices and do not include the statutory value added tax.

#### § 4 Invoice

- 4.1 Any subsequent invoice rewriting will be charged with a processing fee in the amount of **200.00 EUR** plus VAT.

- 4.2 If, after the agreement on placement and stand space, the exhibitor takes up additional stand space with the consent of the MB, the additional amount resulting from the increase in stand space will be invoiced to the exhibitor by the MB.

#### § 5 Exhibitor passes and set-up and dismantling passes

- 5.1 Exhibitors are entitled to free exhibitor passes in the following numbers:
- up to 20 m<sup>2</sup> stand area 3 passes
  - 1 additional pass for each additional stand area of 10 m<sup>2</sup> (double-storey areas are excluded).
- 5.2 Additional exhibitor passes can be purchased for a fee per pass in the Webshop.
- 5.3 Set-up and dismantling passes will be provided free of charge in the desired number after ordering in the Webshop.

#### § 6 Stand design/appearance

The exhibitor must comply with the Technical Guidelines Berlin ExpoCenter City,

<https://www.messe-berlin.de/en/extra-pages/download-center/>

including all design, fire protection, building regulations and other safety regulations contained therein.

- 6.1 Walls bordering on visitor aisles must be broken up by installing transparent showcases, niches, displays, etc., thus documenting the open character as an exhibition stand of the event.

The closed portion on one side of the aisle may not exceed 30%, a closed wall may be a maximum of 3 m long and must be graphically designed on the aisle side. Approval is required for such stand constructions.

The rear sides of stands with a height of 2.50 m or more that border on neighboring stands must be kept neutral so as not to interfere with the design of the neighboring stand. The tenant is obliged to erect a joint-free, stable, white partition wall against the directly adjacent neighboring stand without any advertising statement. Approval is required for such stand constructions.

## **§ 7 Rules of order**

- 7.1 The exhibitor is responsible for cleaning the individual stand.
- 7.2 Entry to the exhibition grounds for set-up and dismantling is only possible with registration and booking of a loading zone via the booking portal VisiFair! Unloading of goods from vehicles during the event must be completed no later than one hour before the start of the daily visitor opening time. Vehicles must leave the premises immediately after unloading. Within one hour after the end of the daily visitor opening time, exhibiting companies and accompanying persons must have left the halls and cleared the grounds of vehicles.

## **§ 8 Visual and acoustic performances**

The volume for product presentations must always be such that adjacent exhibitors are not disturbed. To ensure that all exhibitors can hold technical discussions without being disturbed during the event, demonstrations at the stand as part of special events (musical performances, shows, moderations, etc.) are only permitted after 5:00 pm daily. Registration is required for events at the stand (e.g. receptions), as well as for events that extend beyond the daily opening hours.

## **§ 9 Radio frequency, radio equipment**

- 9.1 The operation of high-frequency, radio transmitters and other transmitters for communications purposes are subject to notification or approval by the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway, Berlin Branch Office, Seidelstraße 49, 13405 Berlin, [www. Bundesnetz-agentur.de].

The frequency bands/ranges preferably used by the event-related transmission technology of the MB are listed in the Technical Guidelines of the MB under Section 5.11.
- 9.2 If unannounced frequencies are used, this will be prevented, as other exhibitors may be permanently disrupted in their trade fair presentation and the technical equipment of third parties may be damaged.

## **§ 10 General Terms and Conditions of Participation of Messe Berlin GmbH (ATB)**

In addition to these Special Conditions of Participation, the ATB and, if applicable, other event-specific guidelines as well as the Technical Guidelines, the House Rules and the Fire Protection Regulations of the MB shall apply. If individual provisions contradict each other, the regulations of the Special Conditions of Participation, the event-specific guidelines, the Technical Guidelines, the House Rules and the Fire Protection Regulations, Part A shall take precedence over the ATB of the MB in the order stated.